

**A RESOLUTION
BY FINANCE/EXECUTIVE COMMITTEE**

10- R -0759

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING THE STATE OF GEORGIA CONTRACT NUMBER SWC-90819 WITH RICOH AMERICAS CORPORATION FOR THE LEASE AND MAINTENANCE OF 6 COPIERS FOR A PERIOD OF FIVE (5) YEARS WITH TWO (2) ONE-YEAR RENEWAL OPTIONS, ON BEHALF OF THE DEPARTMENT OF HUMAN RESOURCES, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED FORTY-EIGHT DOLLARS AND SIXTY CENTS (\$116,848.60); ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM VARIOUS FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS LISTED HEREIN; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") Department of Human Resources desires to lease departmental copiers for document production and distribution; and

WHEREAS, pursuant to Section 2-1606 of the City's Code of Ordinances, the Chief Procurement Officer may procure supplies, services or construction items through contracts established by the purchasing division of the state where such contracts and contractors substantially meet the requirements of this Article; and

WHEREAS, it has been determined that the procurement of copier lease and maintenance can be secured through Ricoh Americas Corporation utilizing State of Georgia Contract Number SWC-90819; and

WHEREAS, the Commissioner of the Department of Human Resources and the Chief Procurement Officer recommend utilizing State of Georgia contract number SWC-90819 with Ricoh Americas Corporation for the lease and maintenance of 6 copiers.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is authorized to enter into an appropriate contractual agreement with Ricoh Americas Corporation, utilizing State of Georgia contract number SWC-90819 for the lease and maintenance of 6 copiers, on behalf of the Department of Human Resources, in an amount not to exceed One Hundred Sixteen Thousand Eight Hundred Forty-Eight Dollars and Sixty Cents (\$116,848.60).

BE IT FURTHER RESOLVED, that the term of the agreement shall be for five (5) years, with two (2) one-year renewal options.

BE IT FURTHER RESOLVED, that each contract year shall be funded in an annual amount not to exceed Twenty-Three Thousand Three Hundred Sixty-Nine Dollars and Seventy-Two Cents (\$23,369.72).

BE IT FURTHER RESOLVED, that the City Attorney is directed to prepare an appropriate agreement for execution by the Mayor.

BE IT FURTHER RESOLVED, that the agreement will not become binding upon the City and the City will incur no obligation nor liability under it until it has been approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to Ricoh Americas Corporation.

BE IT FURTHER RESOLVED, that the funding of the agreement shall be subject to and expressly contingent upon the City's adoption and approval of the FY 2010 budget, subsequent years' budgets, and the appropriation of sufficient funds to the associated funding sources.



BE IT FINALLY RESOLVED, that all contracted work will be charged to and paid from the listed Fund Department Organization and Account Numbers not to exceed the following annual amounts: 1001 (General Fund) 220101 (DHR Commissioner of Human Resources) 5223202 (Operating Lease/Rental-Equipment) 1320000 (Chief Executive) - \$42,120.35; 1001 (General Fund) 220202 (DHR Human Resources Management) 5223202 (Operating Lease/Rental-Equipment) 1540000 (Human Resources) - \$18,261.45; 1001 (General Fund) 220204 (DHR Training & Instruction) 5223202 (Operating Lease/Rental-Equipment) 1540000 (Human Resources) - \$20,108.60; 6002 (Group Insurance Fund) 220203 (DHR Insurance Administration) 5223202 (Operating Lease/Rental-Equipment) 1540000 (Human Resources) - \$36,358.20.

DATE:10/30/09		TYPE OF SALE: LEASE 60 Month Fair Market Value Lease	
AGREEMENT CONSISTS OF THIS PAGE AND THE TERMS AND CONDITIONS ATTACHED			
SHIP TO		BILL TO	
Account Number:		Account Number:	
Salesrep Name and Number:Paul Griffin		Salesrep Name and Number:Paul Griffin	
Install Branch Number:	Name:Atlanta	Order Taking Branch Number:	Name:Atlanta
NAME:City of Atlanta Dept. of Human Resources		NAME:City of Atlanta Dept. of Finance, Accounts Payable Division	
ADDRESS: 68 Mitchell Street City Hall Tower		ADDRESS: 68 Mitchell Street	
ADDRESS: 2120	ST/ZIP: Ga. 30303	ADDRESS:Room 600	ST/ZIP: Ga. 30303
CITY:Atlanta	County: Fulton	CITY: Atlanta	County: Fulton
Contact:Shaun Mabry		Contact:Accounts Payable	
Phone/Fax:404-865-8515		Phone/Fax:404-330-6000	
email:		email:	

BILLING INFORMATION

PRESCREEN #	PARTY #	NATL/GSA CONTRACT #	TAX EXEMPT # NO TAX	ORDER #	
ARREARS		BILL START DATE	PO #	PO LIMIT	PO EXPIRE DATE

SERVICE INFORMATION

METER COLLECTION METHO Call Customer	SERVICE LOCATION Atlanta	SERVICE TERM	SERVICE ZONE	
MTR FREQUENCY Quarterly	BILL FREQUENCY		MONTHLY MINIMUM METER	
@REMOTE ACCESS Agree / Decline  initial	NETWORK SUPPORT Agree / Decline  initial			

PROD ID	DESCRIPTION	QTY	UNIT PRICE	EXT.
414829	MPC 3300SPF 33 page per minute Color Networked, Printing, Scanning , Faxing and USB Port	1		
414678	USB Slot	1		
415002	PB3040 Paper Bank	1		
412730	SR 790 Finisher	1		
414175	BU 3030 Bridge	1		
Service Silver	One of six machines in Aggregate MA of 400,000 Black and White Copies and 100,000 Color Copies perYear. Copies over 100,000 Black and White and 25,000 Color per Quarterly Billed at \$.006 for Black and White and \$.055 for Color Includes all Service and Supplies except Paper and Staples	1		

MESSAGE		SALES SUB TOTAL		SERVICE SUB TOTAL	
SUB TOTAL	TAXES	ORDER TOTAL	LESS DOWN PAYMENT	AMOUNT DUE	

If no amount of taxes is shown above, applicable tax amounts will be determined and reflected on each invoice. In addition, any taxes shown above are estimated. Actual tax amounts, which may differ from the amounts stated above, will be determined and reflected on the invoice.

LEASE AGREEMENT

NO. OF PAYMENTS	60	PAYMENT FREQUENCY	Monthly
PAYMENT AMOUNT	\$257.93	CONTRACT TERM	60
PLUS TAX	NO TAX		
TOTAL PAYMENT AMOUNT	\$257.93	END OF LEASE OPTION	Fair Market Value
ADVANCED PAYMENT AMOUNT	0		

IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THE AGREEMENT SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS WRITTEN AGREEMENT MAY NOT BE LEGALLY ENFORCED. YOU MAY CHANGE THE TERMS OF THIS AGREEMENT ONLY BY ANOTHER WRITTEN AGREEMENT BETWEEN YOU AND US. CHANGES MADE BY RICOH PERSONNEL OR ANYONE ELSE DO NOT BECOME PART OF YOUR AGREEMENT. YOU AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THE AGREEMENT. THIS AGREEMENT IS NOT CANCELLABLE. YOU AGREE THAT THE EQUIPMENT WILL BE USED FOR BUSINESS PURPOSES ONLY AND NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES. YOU CERTIFY THAT ALL THE INFORMATION GIVEN IN THIS AGREEMENT AND YOUR APPLICATION WAS CORRECT AND COMPLETE WHEN THE AGREEMENT WAS SIGNED. THIS AGREEMENT IS NOT BINDING UPON US OR EFFECTIVE UNTIL AND UNLESS WE EXECUTE THIS AGREEMENT. THIS AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY.

MAINTENANCE AGREEMENT

CUSTOMER ACKNOWLEDGES BY INITIALING BELOW THAT THE MAINTENANCE AGREEMENT HAS:

BEEN FULLY EXPLAINED, OFFERED AND ACCEPTED ☒

BEEN FULLY EXPLAINED, OFFERED AND REJECTED ☐

CUSTOMER ALSO ACKNOWLEDGES THAT THEY ARE RESPONSIBLE FOR TONER SHIPPING AND HANDLING CHARGES

INITIALS

N/A

Customer Acknowledges That They Do Not Pay Shipping and Handling ☒

One of six Machines in Aggregate MA of 400,000 Black and White and 100,000 Color Copies per Year. Copies over 100,000

Black and White and 25,000 Color per Quarter Billed at \$.006 for Black and White and \$.055 for Color. Includes all service

And supplie except paper and staples.

ACCEPTED:		CUSTOMER NAME (BUSINESS ENTITY):	
BY:	TITLE:	BY:	TITLE:
		PRINT NAME:	
DATE ACCEPTED:		DATE SIGNED:	
By initialing in the space provided to the right, Customer acknowledges that it has received copies of the Terms and Conditions of Sale or Lease Agreement and Maintenance Agreement, as applicable to this Order Agreement and acknowledges that such Terms and Conditions are incorporated into this Order Agreement.		INITIALS	

DATE: 10/30/09		TYPE OF SALE: LEASE 60 Month Fair Market Value Lease	
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Salesrep Name and Number: Paul Griffin		Salesrep Name and Number: Paul Griffin	
Install Branch Number:	Name: Atlanta	Order Taking Branch Number:	Name: Atlanta
NAME: City of Atlanta Dept. of Human Resources		NAME: City of Atlanta Dept. of Finance, Accounts Payable Division	
ADDRESS: 68 Mitchell Street City Hall Tower		ADDRESS: 68 Mitchell Street	
ADDRESS: Suite 3280	ST/ZIP: Ga. 30303	ADDRESS: Room 600	ST/ZIP: Ga. 30303
CITY: Atlanta	County: Fulton	CITY: Atlanta	County: Fulton
Contact: Shaun Mabry		Contact: Accounts Payable	
Phone/Fax: 404-865-8515		Phone/Fax: 404-330-6000	
email:		email:	
BILLING INFORMATION			
PREScreen #	PARTY #	NATL/GSA CONTRACT #	TAX EXEMPT # NO TAX
ARREARS		BILL START DATE	PO #
			PO LIMIT
			PO EXPIRE DATE

SERVICE INFORMATION			
METER COLLECTION METHO Call Customer	SERVICE LOCATION Atlanta	SERVICE TERM	SERVICE ZONE
MTR FREQUENCY Quarterly	BILL FREQUENCY	MONTHLY MINIMUM METER	
@REMOTE ACCESS Agree / Decline <input checked="" type="checkbox"/> initial	NETWORK SUPPORT Agree / Decline <input checked="" type="checkbox"/> initial		

PROD ID	DESCRIPTION	QTY	UNIT PRICE	EXT.
414838	MPC 500SPF 50 page per minute Color Networked, Printing, Scanning , Faxing and USB Port	1		
414678	USB Slot	1		
415002	PB3040 Paper Bank	1		
413325	SR3030 Finisher	1		
414175	BU 3030 Bridge	1		
412209	Type 3260 Punch	1		
Service Silver	One of six machines in Aggregate MA of 400,000 Black and White Copies and 100,000 Color Copies perYear. Copies over 100,000 Black and White and 25,000 Color per Quarterly Billed at \$.006 for Black and White and \$.055 for Color Includes all Service and Supplies except Paper and Staples	1		

MESSAGE		SALES SUB TOTAL		SERVICE SUB TOTAL	
SUB TOTAL	TAXES	ORDER TOTAL	LESS DOWN PAYMENT	AMOUNT DUE	

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LEASE AGREEMENT

NO. OF PAYMENTS	60	PAYMENT FREQUENCY	Monthly
PAYMENT AMOUNT	\$310.90	CONTRACT TERM	60
PLUS TAX	NO TAX		
TOTAL PAYMENT AMOUNT	\$310.90	END OF LEASE OPTION	Fair Market Value
ADVANCED PAYMENT AMOUNT	0		

IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THE AGREEMENT SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS WRITTEN AGREEMENT MAY NOT BE LEGALLY ENFORCED. YOU MAY CHANGE THE TERMS OF THIS AGREEMENT ONLY BY ANOTHER WRITTEN AGREEMENT BETWEEN YOU AND US. CHANGES MADE BY RICOH PERSONNEL OR ANYONE ELSE DO NOT BECOME PART OF YOUR AGREEMENT. YOU AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THE AGREEMENT. THIS AGREEMENT IS NOT CANCELLABLE. YOU AGREE THAT THE EQUIPMENT WILL BE USED FOR BUSINESS PURPOSES ONLY AND NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES. YOU CERTIFY THAT ALL THE INFORMATION GIVEN IN THIS AGREEMENT AND YOUR APPLICATION WAS CORRECT AND COMPLETE WHEN THE AGREEMENT WAS SIGNED. THIS AGREEMENT IS NOT BINDING UPON US OR EFFECTIVE UNTIL AND UNLESS WE EXECUTE THIS AGREEMENT. THIS AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY.

MAINTENANCE AGREEMENT

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BEEN FULLY EXPLAINED, OFFERED AND ACCEPTED ☒

BEEN FULLY EXPLAINED, OFFERED AND REJECTED ☒

CUSTOMER ALSO ACKNOWLEDGES THAT THEY ARE RESPONSIBLE FOR TONER SHIPPING AND HANDLING CHARGES

INITIALS

N/A

Customer Acknowledges That They Do Not Pay Shipping and Handling ☒

One of six Machines in Aggregate MA of 400,000 Black and White and 100,000 Color Copies per Year. Copies over 100,000

Black and White and 25,000 Color per Quarter Billed at \$.006 for Black and White and \$.055 for Color. Includes all service

And supplies except paper and staples.

ACCEPTED:		CUSTOMER NAME (BUSINESS ENTITY):	
BY:	TITLE:	BY:	TITLE:
		PRINT NAME:	
DATE ACCEPTED:		DATE SIGNED:	
By initialing in the space provided to the right, Customer acknowledges that it has received copies of the Terms and Conditions of Sale or Lease Agreement and Maintenance Agreement, as applicable to this Order Agreement and acknowledges that such Terms and Conditions are incorporated into this Order Agreement.			INITIALS



ORDER AGREEMENT

RICOH BUSINESS SOLUTIONS

Quote:

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Install Branch Number:		Name:Atlanta		Order Taking Branch Number:	
				Name:Atlanta	
NAME:City of Atlanta Dept. of Human Resources			NAME:City of Atlanta Dept. of Finance, Accounts Payable Division		
ADDRESS: 68 Mitchell Street City Hall Tower			ADDRESS: 68 Mitchell Street		
ADDRESS: Suite 3150		ST/ZIP: Ga. 30303		ADDRESS:Room 600	
				ST/ZIP: Ga. 30303	
CITY:Atlanta		County: Fulton		CITY: Atlanta	
				County: Fulton	
Contact:Shaun Mabry			Contact:Accounts Payable		
Phone/Fax:404-865-8515			Phone/Fax:404-330-6000		
email:			email:		
BILLING INFORMATION					
PRESCREEN #	PARTY #	NATL/GSA CONTRACT #	TAX EXEMPT # NO TAX	ORDER #	
ARREARS		BILL START DATE	PO #	PO LIMIT	PO EXPIRE DATE
SERVICE INFORMATION					
METER COLLECTION METHO Call Customer		SERVICE LOCATION Atlanta	SERVICE TERM	SERVICE ZONE	
MTR FREQUENCY Quarterly		BILL FREQUENCY	MONTHLY MINIMUM METER		
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PROD ID	DESCRIPTION	QTY	UNIT PRICE	EXT.	
414836	MPC 400SPF 40 page per minute Color Networked, Printing, Scanning , Faxing and USB Port	1			
414678	USB Slot	1			
415002	PB3040 Paper Bank	1			
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LEASE AGREEMENT

NO. OF PAYMENTS	60	PAYMENT FREQUENCY	Monthly
PAYMENT AMOUNT	\$284.02	CONTRACT TERM	60
PLUS TAX	NO TAX		
TOTAL PAYMENT AMOUNT	\$284.02	END OF LEASE OPTION	Fair Market Value
ADVANCED PAYMENT AMOUNT	0		

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INITIALS

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RICOH BUSINESS SOLUTIONS

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Account Number:		Account Number:	
Salesrep Name and Number: Paul Griffin		Salesrep Name and Number: Paul Griffin	
Install Branch Number:	Name: Atlanta	Order Taking Branch Number:	Name: Atlanta
NAME: City of Atlanta Dept. of Human Resources		NAME: City of Atlanta Dept. of Finance, Accounts Payable Division	
ADDRESS: 68 Mitchell Street City Hall Tower		ADDRESS: 68 Mitchell Street	
ADDRESS: Insurance	ST/ZIP: Ga. 30303	ADDRESS: Room 600	ST/ZIP: Ga. 30303
CITY: Atlanta	County: Fulton	CITY: Atlanta	County: Fulton
Contact: Shaun Mabry		Contact: Accounts Payable	
Phone/Fax: 404-865-8515		Phone/Fax: 404-330-6000	
email:		email:	

BILLING INFORMATION

PRESCREEN #	PARTY #	NATL/GSA CONTRACT #	TAX EXEMPT # NO TAX	ORDER #	
ARREARS		BILL START DATE	PO #	PO LIMIT	PO EXPIRE DATE

SERVICE INFORMATION

METER COLLECTION METHO Call Customer	SERVICE LOCATION Atlanta	SERVICE TERM	SERVICE ZONE	
MTR FREQUENCY Quarterly	BILL FREQUENCY		MONTHLY MINIMUM METER	
@REMOTE ACCESS Agree / Decline <input checked="" type="checkbox"/> initial	NETWORK SUPPORT Agree / Decline <input checked="" type="checkbox"/> initial			

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PAYMENT AMOUNT	\$284.02	CONTRACT TERM	60
PLUS TAX	NO TAX		
TOTAL PAYMENT AMOUNT	\$284.02	END OF LEASE OPTION	Fair Market Value
ADVANCED PAYMENT AMOUNT	0		

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BEEN FULLY EXPLAINED, OFFERED AND REJECTED

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INITIALS

N/A

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DATE ACCEPTED:		DATE SIGNED:	
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RICOH BUSINESS SOLUTIONS

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DATE:10/30/09		TYPE OF SALE: LEASE 60 Month Fair Market Value Lease																																																					
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MESSAGE			SALES SUB TOTAL		SERVICE SUB TOTAL																																																		
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If no amount of taxes is shown above, applicable tax amounts will be determined and reflected on each invoice. In addition, any taxes shown above are estimated. Actual tax amounts, which may differ from the amounts stated above, will be determined and reflected on the invoice.

LEASE AGREEMENT

NO. OF PAYMENTS	60	PAYMENT FREQUENCY	Monthly
PAYMENT AMOUNT	\$257.93	CONTRACT TERM	60
PLUS TAX	NO TAX		
TOTAL PAYMENT AMOUNT	\$257.93	END OF LEASE OPTION	Fair Market Value
ADVANCED PAYMENT AMOUNT	0		

IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THE AGREEMENT SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS WRITTEN AGREEMENT MAY NOT BE LEGALLY ENFORCED. YOU MAY CHANGE THE TERMS OF THIS AGREEMENT ONLY BY ANOTHER WRITTEN AGREEMENT BETWEEN YOU AND US. CHANGES MADE BY RICOH PERSONNEL OR ANYONE ELSE DO NOT BECOME PART OF YOUR AGREEMENT. YOU AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THE AGREEMENT. THIS AGREEMENT IS NOT CANCELLABLE. YOU AGREE THAT THE EQUIPMENT WILL BE USED FOR BUSINESS PURPOSES ONLY AND NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES. YOU CERTIFY THAT ALL THE INFORMATION GIVEN IN THIS AGREEMENT AND YOUR APPLICATION WAS CORRECT AND COMPLETE WHEN THE AGREEMENT WAS SIGNED. THIS AGREEMENT IS NOT BINDING UPON US OR EFFECTIVE UNTIL AND UNLESS WE EXECUTE THIS AGREEMENT. THIS AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY.

MAINTENANCE AGREEMENT

CUSTOMER ACKNOWLEDGES BY INITIALING BELOW THAT THE MAINTENANCE AGREEMENT HAS:

BEEN FULLY EXPLAINED, OFFERED AND ACCEPTED ☒

BEEN FULLY EXPLAINED, OFFERED AND REJECTED ☐

CUSTOMER ALSO ACKNOWLEDGES THAT THEY ARE RESPONSIBLE FOR TONER SHIPPING AND HANDLING CHARGES

INITIALS

N/A

Customer Acknowledges That They Do Not Pay Shipping and Handling ☒

One of six Machines in Aggregate MA of 400,000 Black and White and 100,000 Color Copies per Year. Copies over 100,000

Black and White and 25,000 Color per Quarter Billed at \$.006 for Black and White and \$.055 for Color. Includes all service

And supplie except paper and staples.

ACCEPTED:		CUSTOMER NAME (BUSINESS ENTITY):	
BY:	TITLE:	BY:	TITLE:
		PRINT NAME:	
DATE ACCEPTED:		DATE SIGNED:	
By initialing in the space provided to the right, Customer acknowledges that it has received copies of the Terms and Conditions of Sale or Lease Agreement and Maintenance Agreement, as applicable to this Order Agreement and acknowledges that such Terms and Conditions are incorporated into this Order Agreement.			INITIALS



ORDER AGREEMENT

RICOH BUSINESS SOLUTIONS

Quote:

DATE:10/30/09	TYPE OF SALE: LEASE 60 Month Fair Market Value Lease		
AGREEMENT CONSISTS OF THIS PAGE AND THE TERMS AND CONDITIONS ATTACHED			
SHIP TO		BILL TO	
Account Number:		Account Number:	
Salesrep Name and Number:Paul Griffin		Salesrep Name and Number:Paul Griffin	
Install Branch Number:	Name:Atlanta	Order Taking Branch Number:	Name:Atlanta
NAME:City of Atlanta Dept. of Human Resources		NAME:City of Atlanta Dept. of Finance, Accounts Payable Division	
ADDRESS: 68 Mitchell Street City Hall Tower		ADDRESS: 68 Mitchell Street	
ADDRESS: Suite 2150	ST/ZIP: Ga. 30303	ADDRESS:Room 600	ST/ZIP: Ga. 30303
CITY:Atlanta	County: Fulton	CITY: Atlanta	County: Fulton
Contact:Shaun Mabry		Contact:Accounts Payable	
Phone/Fax:404-865-8515		Phone/Fax:404-330-6000	
email:		email:	

BILLING INFORMATION

PRESCREEN #	PARTY #	NATL/GSA CONTRACT #	TAX EXEMPT # NO TAX	ORDER #	
ARREARS		BILL START DATE	PO #	PO LIMIT	PO EXPIRE DATE

SERVICE INFORMATION

METER COLLECTION METHO Call Customer	SERVICE LOCATION Atlanta	SERVICE TERM	SERVICE ZONE	
MTR FREQUENCY Quarterly	BILL FREQUENCY		MONTHLY MINIMUM METER	
@REMOTE ACCESS Agree <input checked="" type="radio"/> Decline <input type="radio"/> initial	NETWORK SUPPORT Agree <input checked="" type="radio"/> Decline <input type="radio"/> initial			

PROD ID	DESCRIPTION	QTY	UNIT PRICE	EXT.
414836	MPC 400SPF 40 page per minute Color Networked, Printing, Scanning , Faxing and USB Port	1		
414678	USB Slot	1		
415002	PB3040 Paper Bank	1		
413325	SR3030 Finisher	1		
414175	BU 3030 Bridge	1		
412209	Type 3260 Punch	1		
Service Silver	One of six machines in Aggregate MA of 400,000 Black and White Copies and 100,000 Color Copies perYear. Copies over 100,000 Black and White and 25,000 Color per Quarterly Billed at \$.006 for Black and White and \$.055 for Color Includes all Service and Supplies except Paper and Staples	1		

MESSAGE		SALES SUB TOTAL		SERVICE SUB TOTAL
SUB TOTAL	TAXES	ORDER TOTAL	LESS DOWN PAYMENT	AMOUNT DUE

If no amount of taxes is shown above, applicable tax amounts will be determined and reflected on each invoice. In addition, any taxes shown above are estimated. Actual tax amounts, which may differ from the amounts stated above, will be determined and reflected on the invoice.

LEASE AGREEMENT

NO. OF PAYMENTS	60	PAYMENT FREQUENCY	Monthly
PAYMENT AMOUNT	\$284.02	CONTRACT TERM	60
PLUS TAX	NO TAX		
TOTAL PAYMENT AMOUNT	\$284.02	END OF LEASE OPTION	Fair Market Value
ADVANCED PAYMENT AMOUNT	0		

IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THE AGREEMENT SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS WRITTEN AGREEMENT MAY NOT BE LEGALLY ENFORCED. YOU MAY CHANGE THE TERMS OF THIS AGREEMENT ONLY BY ANOTHER WRITTEN AGREEMENT BETWEEN YOU AND US. CHANGES MADE BY RICOH PERSONNEL OR ANYONE ELSE DO NOT BECOME PART OF YOUR AGREEMENT. YOU AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THE AGREEMENT. THIS AGREEMENT IS NOT CANCELLABLE. YOU AGREE THAT THE EQUIPMENT WILL BE USED FOR BUSINESS PURPOSES ONLY AND NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES. YOU CERTIFY THAT ALL THE INFORMATION GIVEN IN THIS AGREEMENT AND YOUR APPLICATION WAS CORRECT AND COMPLETE WHEN THE AGREEMENT WAS SIGNED. THIS AGREEMENT IS NOT BINDING UPON US OR EFFECTIVE UNTIL AND UNLESS WE EXECUTE THIS AGREEMENT. THIS AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY.

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INITIALS

N/A

Customer Acknowledges That They Do Not Pay Shipping and Handling ☒

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ACCEPTED:		CUSTOMER NAME (BUSINESS ENTITY):	
BY:	TITLE:	BY:	TITLE:
		PRINT NAME:	
DATE ACCEPTED:		DATE SIGNED:	
By initialing in the space provided to the right, Customer acknowledges that it has received copies of the Terms and Conditions of Sale or Lease Agreement and Maintenance Agreement, as applicable to this Order Agreement and acknowledges that such Terms and Conditions are incorporated into this Order Agreement.		INITIALS	

Statewide Information Sheet

Statewide Contract Number		SWC-90819	NIGP Code	Multiple-See Tab
Name of Contract	Multifunctional Devices for Print/ Copy/ Scan/ Fax in Industry Segments 2-4			
Effective Date	09/17/2009	Expiration Date	06/30/2010	
Contract Table of Contents				
Suppliers Awarded	Canon, Docuteam, Ricoh, Xerox	Contract Information:	(See attached)	
Contract Information for Supplier			Page Number	
Canon USA, Inc.			2	
Docuteam			3	
Ricoh Americas			4	
Xerox Corporation			5	
Additional Contract Information				
General Contract Information			6	
Item Listing			6	
Contract Renewals/ Extensions/ Changes			(Initial term)	
DOAS Contact Information			7	

Supplier Information Sheet

Contract Information	
Statewide Contract Number	SWC-90819-04
PeopleSoft Vendor Number	0000004958
Supplier Name & Address	
<u>Ricoh Americas Corporation</u>	
Contract Administrator	
Contact for contract issues: Steve Bissey: <u>Steve.Bissey@ricoh-usa.com</u> For quotes: Jay Milner: <u>Jay.Milner@ricoh-usa.com</u>	
Contact Details	
Ordering Information	User Agency Leases must be made through use of the attached "Standard Agency Agreement for Multifunctional Devices (Midrange) Lease and Maintenance"
Remitting Information	See contract terms
Delivery Days	See contract terms
Discounts	Negotiated pricing
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/ Executive Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING THE STATE OF GEORGIA CONTRACT NUMBER SWC-90819 WITH RICOH AMERICAS CORPORATION FOR THE LEASE AND MAINTENANCE OF 6 COPIERS FOR A PERIOD OF FIVE (5) YEARS WITH TWO (2) ONE-YEAR RENEWAL OPTIONS, ON BEHALF OF THE DEPARTMENT OF HUMAN RESOURCES, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED FORTY-EIGHT DOLLARS AND SIXTY CENTS (\$116,848.60); ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM VARIOUS FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS LISTED HEREIN; AND FOR OTHER PURPOSES.

Council Meeting Date: May 3, 2010

Requesting Dept.: Department of Human Resources

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

This legislation would authorize the Department of Human Resources to enter into an agreement with Ricoh Americas Corporation for lease and maintenance of departmental copiers for a five-year period, utilizing State of Georgia Contract Number SWC-90819.

2. Please provide background information regarding this legislation.

The contract will provide for new copiers to replace those at five locations.

3. If Applicable/Known:

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):**

(b) **Source Selection:**

- (c) **Bids/Proposals Due:**
- (d) **Invitations Issued:**
- (e) **Number of Bids:**
- (f) **Proposals Received:**
- (g) **Bidders/Proponents:**
- (h) **Term of Contract:**

4. Fund Account Center (Ex. Name and number): Several accounts, as listed below, on an annual basis.

1001 (General Fund) 220101 (DHR Commissioner of Human Resources) 5223202 (Operating Lease/Rental-Equipment) 1320000 (Chief Executive) - \$8,424.07; 1001 (General Fund) 220202 (DHR Human Resources Management) 5223202 (Operating Lease/Rental-Equipment) 1540000 (Human Resources) - \$3,652.29; 1001 (General Fund) 220204 (DHR Training & Instruction) 5223202 (Operating Lease/Rental-Equipment) 1540000 (Human Resources) - \$4,021.72; 6002 (Group Insurance Fund) 220203 (DHR Insurance Administration) 5223202 (Operating Lease/Rental-Equipment) 1540000 (Human Resources) - \$7,271.64

5. Source of Funds: Example: Local Assistance Grant General Fund and Group Insurance Fund

6. Fiscal Impact: \$116,848.60 for a period of five years, not to exceed \$23,369.72 per year.

7. Method of Cost Recovery: N/A

This Legislative Request Form Was Prepared By: Deborah Troxtel, Human Resources Generalist

Legislation Summary

Committee of Purview:

Caption

A resolution authorizing the Mayor to execute an appropriate contractual agreement on behalf of the Department of Human Resources with Ricoh Americas Corporation an amount not to exceed one hundred sixteen thousand eight hundred forty eight dollars and sixty cents (\$116,848.60). All contract work shall be charged to and paid from fund account and center number: 1001 (General Fund), 220101 (DHR Commissioner of Human Resources), 5223202 (Operating Lease/Rental-Equipment), 1320000 (Chief Executive - \$42,120.35), 1001 (General Fund), 220202 (DHR Human Resources Management), 5223202 (Operating Lease/Rental-Equipment), 1540000 (Human Resources) (\$18,261.45), 1001 (General Fund), 220204 (DHR Training & Instruction), 5223202 (Operating Lease/Rental-Equipment), 1540000 (Human Resources - \$20,108.60), 6002 (Group Insurance Fund), 220203 (DHR Insurance Administration), 5223202 (Operating Lease/Rental-Equipment), 1540000 (Human Resources - \$36,358.20).

Council Meeting Date: May 03, 2010

Legislation Title: Resolution authorizing the Chief Procurement Officer to utilize the State of Georgia Contract #SWC-90819 with Ricoh Americas Corporation for the Lease and Maintenance of six (6) copiers for a period of five (5) years with two (2) one (1) year renewal options on behalf of the Department of Human Resources in an amount not to exceed one hundred sixteen thousand eight hundred forty eight dollars and sixty cents (\$116,848.60). All contract work shall be charged to and paid from fund account and center number: 1001 (General Fund), 220101 (DHR Commissioner of Human Resources), 5223202 (Operating Lease/Rental-Equipment), 1320000 (Chief Executive - \$42,120.35), 1001 (General Fund), 220202 (DHR Human Resources Management), 5223202 (Operating Lease/Rental-Equipment), 1540000 (Human Resources) (\$18,261.45), 1001 (General Fund), 220204 (DHR Training & Instruction), 5223202 (Operating Lease/Rental-Equipment), 1540000 (Human Resources - \$20,108.60), 6002 (Group Insurance Fund), 220203 (DHR Insurance Administration), 5223202 (Operating Lease/Rental-Equipment), 1540000 (Human Resources - \$36,358.20).

Requesting Department:	Department of Human Resources
Contract Type:	N/A
Source Selection:	State of Georgia Contract #SWC-90819
Bids/Proposals Due:	N/A
Invitations Issued:	N/A
Number of Bids/ Proposals Received:	N/A
Bidders/Proponents:	N/A
Justification Statement:	N/A
Background:	N/A
Fund Account Centers:	1001 (General Fund), 220101 (DHR Commissioner of Human Resources), 5223202 (Operating Lease/Rental-Equipment), 1320000 (Chief Executive - \$42,120.35), 1001 (General Fund), 220202 (DHR Human Resources Management), 5223202 (Operating Lease/Rental-Equipment), 1540000 (Human Resources) (\$18,261.45), 1001 (General Fund), 220204 (DHR Training & Instruction), 5223202 (Operating Lease/Rental-Equipment), 1540000 (Human Resources - \$20,108.60), 6002 (Group Insurance Fund), 220203 (DHR Insurance Administration), 5223202 (Operating Lease/Rental-Equipment), 1540000 (Human Resources - \$36,358.20).
Source of Funds:	N/A
Fiscal Impact:	N/A
Term of Contract:	N/A
Method of Cost Recovery:	N/A
Approval: DOF:	

DOL:

Prepared By:

Patricia Lowe, Buyer

Contact Number:

404.330.6583

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE BYRD

Dept.'s Legislative Liaison: Shaun Mabry

Contact Number: 404-330-8518

Originating Department: Department of Human Resources

Committee(s) of Purview: Finance/ Executive Committee

Chief of Staff Deadline: April 13, 2010

Anticipated Committee Meeting Date(s): April 27-28, 2010

Anticipated Full Council Date: May 3, 2010

Legislative Counsel's Signature: [Signature]

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: [Signature]

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING THE STATE OF GEORGIA CONTRACT NUMBER SWC-90819 WITH RICOH AMERICAS CORPORATION FOR THE LEASE AND MAINTENANCE OF 6 COPIERS FOR A PERIOD OF FIVE (5) YEARS WITH TWO (2) ONE-YEAR RENEWAL OPTIONS, ON BEHALF OF THE DEPARTMENT OF HUMAN RESOURCES, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED FORTY-EIGHT DOLLARS AND SIXTY CENTS (\$116,848.60); ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM VARIOUS FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS LISTED HEREIN; AND FOR OTHER PURPOSES.

Mayor's Staff Only

Received by CPO: _____ (date) Received by LC from CPO: _____ (date)

Received by Mayor's Office: _____ (date) Reviewed by: _____ (date)

Submitted to Council: _____